

1 DEC 1962


## I. Employee's Job

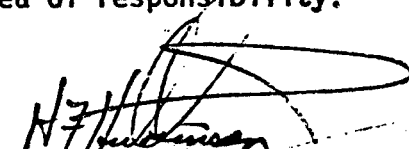
Milton Kovner is currently assigned as the National Intelligence Officer for Western Europe. On the staff of the Director of Central Intelligence, the incumbent serves as the DCI's principal staff officer and counselor for all matters relating to his area of responsibility. Assisted by an Assistant NIO, the incumbent can draw on the resources of the entire Intelligence Community in the performance and implementation of his assigned tasks.

## II. Work Requirements

As the DCI's personal representative for his area, the NIO

- provides intelligence opinion and advice for use at highest government levels on intelligence matters pertaining to Western Europe
- maintains contact with policy-making levels of the US government, including the NSC staff and other principal consumers, and with all elements of the Intelligence Community, as well as private sector, concerned with his responsibility for the development and coordination of national intelligence.
- plans, directs, administers and participates in the drafting of estimative products, including the National Intelligence Estimates on West European and related concerns, and the formulation of shorter-range and ad-hoc intelligence judgements and forecasts.
- formulates requirements associated with national intelligence and levies them on various components of the Intelligence Community, and, from time to time, acts as chairman for inter-agency assessments of Embassy reporting in his area of responsibility.

  
Milton Kovner  
National Intelligence Officer  
for Western Europe

  
Fred Hutchinson  
Vice Chairman, National  
Intelligence Council